

POSITION DESCRIPTION

POSITION TITLE: **BOOKKEEPER**
RESPONSIBLE TO: **Finance Officer**

DUTIES AND RESPONSIBILITIES

Keep records of financial transactions for Alamance County Community Services Agency by performing the following duties:

- (a) Handles Accounts Payable, files checks accordingly and balance bank statements.
- (b) Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as invoices, receipts, check stubs and computer printouts.
- (c) Summarizes details in separate ledgers or computer files and transfers data to general ledger.
- (d) Make bank deposits.
- (e) Prepares and types payrolls from Time and Attendance Reports.
- (f) Maintain all files pertaining to each program.
- (g) Responsible for enrolling all new employees in group insurance, annuity, and other general information.
- (h) Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to operation of business.
- (i) Serves as a general assistant to the Financial Officer and assume his/her duties and control of business office when he/she is absent.
- (j) Maintains all files and books for the Board along with the preparation of reports for the meetings.
- (k) Other duties as deemed appropriate by Director.

QUALIFICATIONS DESIRED

Professional Qualities

- (a) Adequate experience in accounting, with a preferred minimum of two years experience in accounting.
- (b) Thorough knowledge of bookkeeping principles and practices, and of office methods and procedures.
- (c) Ability to plan, organize and present information clearly and concisely in oral and written form, and interpret and apply regulations pertaining to the financial records maintained.

Personal Qualities

- (a) This is a sensitive position, must possess demonstrated ability to conduct business affairs in a professional manner.
- (b) Motivation, ambition, ability to work with others, dependability, willingness to learn new things and a positive attitude are personal traits necessary for this position.